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MEMORANDUM FOR: Chief, Plans and Policy Staff

4 December 1957

SUBJECT : Intelligence School Weekly Report #49  
28 November through 4 DecemberI. SIGNIFICANT ITEMS: NoneII. OTHER ACTIVITIES:A. Intelligence Orientation

(1) The second week of IO #16 dealing with the Collection, Support, and Operations phases began on 2 December. Because of recent Soviet developments, several lecturers in IO have revised their presentations. [redacted] OSI speaker, presented to the class some of the charts which had been used by the DCI in briefing the special Congressional investigating committee. These were very effective. Lecturers from ORR and the National Indications Center have also revised their presentations.

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(2) The training manual, The National Intelligence Process, developed by the IO staff, has been printed and distributed to the students in the current IO course.

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(3) The IO staff met on 27 November to review the findings made by [redacted] in their analysis of the final examination. The staff will make the most essential changes in the examination prior to 6 December and will make a complete revision prior to the January course.

(4) The Office of Security is revising its exhibit and has agreed to set up and dismantle its own presentation each month.

(5) Approximately 55 cleared personnel from Army, Navy, Air Force, and State are scheduled to attend the Intelligence Products Exhibit on 5 December. Students in the CSR will attend both the Support Exhibit and the Products Exhibit.

(6) [redacted] O/C Training Officer, has advised us that the Office of Communications has decided to participate in both the IOC and the Support Exhibit.

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(7) A 22-inch OTR seal has been placed above the center of the proscenium arch in the R & S Auditorium.

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B. Intelligence Production

(1) [ ] students completed Conference Leadership #8 on Wednesday, 27 November.

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(2) Effective Speaking #5 started on Monday, 2 December, with [ ] students.

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(3) Reading Techniques #40 started on Monday, 2 December, with [ ] students. This class will extend through the Christmas holidays, ending on 27 December.

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(4) Miss Anilee Rollins, Assistant to the Chief of the Reading Program, Department of Agriculture, met with [ ] on Wednesday, 27 November, to discuss teaching methods and materials.

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C. Management Training

(1) Basic Management #39 (GS 11-13) began on 2 December, with the maximum enrollment of [ ]. The students come from eleven different areas in the Agency.

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(2) Introduction to Supervision for GS 5-7 employees began on 2 December with [ ] enrolled. This is the first presentation of a 20-hour course for prospective supervisors and twelve offices are represented. Recommendations to O/DIR concerning further presentations of this course will be determined when this one has been completed.

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D. Operations Support

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(1) [ ] PP Training Office, conferred with [ ] on Ops Support coverage of Agency Correspondence. [ ] is making a survey of what is taught in relation to what is needed in order to pull together some material for new employees reporting to DD/P (PP) without previous training and who will be preparing Agency correspondence. She was supplied with a list of source material used for presentations in Ops Support and referred to Clerical Training for additional information.

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(2) On 2 December [ ] Office of Personnel, and [ ] attended the EOD Orientation, presented weekly by the Office of Personnel for new employees, to ascertain how complete a coverage is given on employee benefits and privileges. Following the presentation they met with [ ] Chief, Employee

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Services Branch, and suggested more explicit coverage of certain employee benefits, as well as [ ] offering some suggestions for increasing the effectiveness of the presentation. [ ] welcomed all the recommendations.

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### E. Clerical Training

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(1) During the week of 25 November there were [ ] people in Clerical Induction Training. Of these, [ ] were entering for the first time. These figures indicate that few are currently coming aboard but that a sizable group remains in the pool to receive training. During the same period, there were [ ] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 25 November were as follows: of [ ] people tested in shorthand, [ ] qualified; of [ ] tested in typewriting, [ ] qualified.

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(3) [ ] Chief, Clerical Refresher Training, has completed writing the shorthand characters for another of a series of alternate shorthand tests for use in the field by Agency recruiters.

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### F. OTR Orientation Officer

(1) All preparations have been completed for launching the new two-day CIA briefing for the members of the Mid-Career Course on Foreign Affairs of the Department of State. The briefing is scheduled for 5 and 6 December. Participants will include the DDCI; the IG, who will give the presentation on the "Mission, Functions, and Organization of CIA"; and a number of DD/P division chiefs.

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(2) Two days before the Dependents Briefing only [ ] persons had been scheduled. For that reason, a streamlined one-day version of the briefing was programmed. At the last moment, there were some additions; and a total of [ ] persons attended on 3 December.

(3) On 2 December [ ] conducted the CIA Introduction for [ ] persons, including one who fell asleep.

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### III. PERSONNEL NOTES:

A. [ ] formerly with OGI, has joined the Intelligence Production Staff.

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B. [ ] left by plane Sunday night for California because of his father-in-law's death.

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C. [ ] is attending Intelligence Orientation #16.

D. [ ] is enrolled in Introduction to Supervision.

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[ ]  
Chief, Intelligence School

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